

Spec. Code: 0951
Occ. Area: 03
Work Area: 047
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 12/17/91

COORDINATOR OF TENANT UNION PROGRAM

Function of Job

Under administrative supervision from a designated supervisor, to provide and coordinate services to student tenants and property owners and to promote tenant education.

Characteristic Duties and Responsibilities

1. counsels university students on private rental housing issues (such as building maintenance, deposit refunds, discrimination, and lease compliance)
2. provides information to student tenants, public officials, and media representatives concerning city codes, leases, trends in the rental market, and rental housing policies
3. mediates disputes between landlords and student tenants and acts as an advocate for tenants
4. develops and recommends approval of Tenant Union budget and initiates expenditures to implement programs
5. reviews lease contracts and initiates negotiations concerning changes in contract language or provisions
6. develops and conducts educational and informational programs concerning the Tenant Union Program
7. cooperates with city officials (such as human rights officials and building safety inspectors) in resolving private student housing rental problems
8. compiles data on services and programs provided by the Tenant Union; coordinates and analyzes client evaluation of services and programs
9. serves on various committees and advisory boards as necessary
10. plans, organizes, and directs the activities of the Tenant Union Program staff
11. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one, or any combination, of the following types of preparation:

- (a) credit for college training in any field
- (b) progressively more responsible experience involved in counseling or educating individuals concerning public or private housing issues or in mediating landlord/tenant disputes as a tenant advocate

that totals 1.0 unit according to the following conversion rates:

120 hours (or Bachelor's degree) in "a" = 1.0 unit

3 years of "b" = 1.0 unit

Amounts of education or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. 24 months of experience in counseling or educating individuals concerning public or private housing issues or in mediating landlord-tenant disputes as a tenant advocate

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of housing ordinances, building codes, landlord-tenant statutes, and lease contracts
2. excellent written and oral communication skills
3. ability to negotiate resolution of conflicts
4. administrative ability

Coordinator of Tenant Union Program New
